

## Instructions for the Fort Detrick GEMS Application

1. Go to <http://www.usaeop.com>
2. **DO NOT CLICK THE APPLY NOW BUTTON ON THE LEFT HAND SIDE OF THE SCREEN.**
3. In the middle of the usaep home screen (under the pictures) will be a link to the Fort Detrick GEMS Application. Click on it.
4. The application consists of 10 pages. When you are finished with a page always click the next button on the bottom of the screen (see the screen shot below).
5. **Page 1** is an Army Educational Outreach Program (AEOP) Privacy Policy. Read the policy and confirm that you understood the privacy statement by selecting "Yes" in the drop down menu.

Links to Other Sites AEOP provides links or references to other Army web sites whose content we have found may provide relevant additional information or resources. While we initially visit these sites, please note that we do not monitor or control the content that appears on these sites and such content may be constantly changing. We recommend that children check with their parents before accessing any new sites, and we encourage all end users of [www.usaeop.com](http://www.usaeop.com) to read the privacy policies of all linked sites before navigating through them. Users are solely responsible for their interactions with such web sites. Feedback At the end of the competition, AEOP requests information from users via a suggestion box or survey. The requested information does not include any personally identifiable information. Participation in these surveys is completely voluntary and the user therefore has a choice whether to disclose this information. Survey information will be used for purposes of improving the use and satisfaction of AEOP programs. Distribution of surveys are approved through the Human Use Protocol "US Army Laboratories as Professional Environments to Train Apprentice Scientists, Engineers and Technicians through Research Internships, Mentoring and Inquiry-Based Laboratory Experiments of Increasing Complexity". Notification of Changes If we decide to change our privacy policy, we will post those changes to this privacy statement, the homepage, and other places we deem appropriate so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. We will use information in accordance with the privacy policy under which the information was collected. Contacting the Web Site For more information, please e-mail [Swati.Ramadorai@US.ARMY.MIL](mailto:Swati.Ramadorai@US.ARMY.MIL), or call Swati Ramadorai at (301)-319-9259.

1. Do you confirm that you understand this privacy statement?\*

-- Please Select --

Next Save Cancel

6. Click the next button.
7. **Page 2** is where one uploads the Student Intern Consent and Release form. Without the form the student intern will not be selected to participate and will NOT have their spot "saved." Please completely fill out the consent form (including signatures from a parent or guardian). Then upload it into the application tool.

### Consent Form Helpful Hints:

- a. Open the Student Intern Consent and Release form with a pdf reader such as Adobe Acrobat Reader. Available for free at (<http://get.adobe.com/reader/>)
- b. Once the form is open begin typing into it. Make sure that all information has been filled in completely. There are THREE pages.
- c. Pages two and three require a parent or guardian signature. Please print the form and sign in blue or black ink. Note: Parents or Guardians that are able to use a digital signature function may do so. However, DO NOT just type your name in the signature line. This will NOT be accepted and will cause a delay in your application.

- d. Once the consent form is signed, scan the form and save it to your desktop using the student interns first and last name as the file name. It is helpful to create an informative file name by following this template : FirstLastName

Note: The file should still be a PDF.

- e. If you do not have a scanner directly connected to your computer it is possible to scan a document and email it to yourself by using a public accessible scanner such as your local library, fed ex, work place, etc. Note: In general most public locations that can fax items also have the ability to scan in documents.
- f. Still having problems? If you are unable to find a location to SCAN the Student Intern Consent and Release Form, the form may be mailed to :

ATTN: GEMS Program Coordinator  
504 Scott Street, MCMR-SP  
Fort Detrick, MD 21702.

**IMPORTANT NOTE:** Consent and Release Forms that are mailed will take longer to process since they will not be instantly uploaded into the application tool (aka it takes time for them to travel from your home to Fort Detrick). **Remember your child's application (the student intern) will not be considered COMPLETE and a spot will NOT be held until the application, permission form, and teacher recommendation form have been received. It is the responsibility of the applicant to ensure that all forms are received in a timely manner and that they are COMPLETELY FILLED IN.**

8. Using the browse function on Page 2 find your completed consent and release form from your computer and upload it into the tool.
9. Once again use the student interns name as the file name.
10. Then Click Upload
11. Click the next button

Before proceeding, you'll need to download and print a Student Intern Consent and Release Form, fill it out, complete with parent or guardian signature, and upload the file at the space provided on this page. Please use the student interns name as the file name. If this presents a problem, please contact [conundrums@usaeop.com](mailto:conundrums@usaeop.com).

IMPORTANT - Please [click on this link, print out the file](#) , fill it out and have your parent or guardian sign it, then upload it in the section below.

2. \*Please upload your completed and signed Student Intern Consent and Release Form here.

**Select file to upload:**  
(click "Browse" button below to locate file)

File size restricted to: KB  
File type restricted to: PDF

File Name: (limit 255 characters)

File Description: (limit 255 characters)

12. **Page 3 and Page 4** consists of the student intern's personal information. There are 15 questions. If the student intern does not have a personal email address or phone please provide the email address of the parent or guardian.
13. **Page 5** of the application consists of 2 questions about the student intern's school and three short essays. **DO NOT SKIP THE ESSAYS.** The essays will be reviewed by the selection committee and are part of the criteria to be accepted into the program. Please allow the student intern to write the essays. They should be approximately one paragraph (5-7 sentences). Note: Students will not be penalized for typing "Not applicable" in the text box for essay "b" (question 19 on the

application tool). Note: Student Interns may find it easier to prepare their paragraphs using a word processing tool such as Microsoft Word.

### List of Essays:

- a. Please list the science activities you have participated in, provide additional details on those you particularly enjoyed
- b. Please list all Advanced Placement or College courses you have taken and the scores/grade you received.\*  
Please type "Not applicable" (n/a) in the text box if you have not taken college exams or preparatory classes.
- c. Please describe your major academic, career and research areas of interests.

14. **Page 6** of the application tool is for the Parent or Guardian Information. Please provide a VALID email address and phone number as this is where the acceptance information and any notifications will be sent. DO NOT place more than one email address in the provided box.

15. **Page 7** of the application tool is the Site and Course Selection.

- a. Find the CURRENT Grade the student intern is in.
- b. Use the drop down menu directly underneath the grade level to select a class and a week to participate.
- c. Page 7 is for your FIRST CHOICE. You will have the opportunity on Page 8 to select your SECOND CHOICE.
- d. After selecting your FIRST CHOICE on page 7, make sure all the other drop down menus for the other grade levels indicate none. This is a very important step as multiple entries on this page will cause an error in processing your application and a delay in registration. When you have finished click the "Next Button."

**INCORRECT: Notice Questions 28 and 30 have classes selected for two different grade levels**

Class Selection - First Choice Find your grade level and select your first choice of classes.

27. Classes Offered at Hood College for Current Fourth Graders

-- None --

28. Classes Offered at Hood College for Current Fifth Graders

Environmental - July 1-5 (excluding July 4)

29. Classes Offered at Hood College for Current Sixth Graders

-- None --

30. Classes Offered at Hood College for Current Seventh Graders

CSI- June 24-27

31. Classes Offered at Hood College for Current Eighth Graders

-- None --

32. Classes Offered at Hood College for Current Ninth Graders

-- None --

33. Classes Offered at Hood College for Current 10th Graders

-- None --

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Next

Save

Cancel

**CORRECT: Notice only one grade level is selected.**

Class Selection - First Choice Find your grade level and select your first choice of classes.

27. Classes Offered at Hood College for Current Fourth Graders

-- None --

28. Classes Offered at Hood College for Current Fifth Graders

Environmental - July 1-5 (excluding July 4)

29. Classes Offered at Hood College for Current Sixth Graders

-- None --

30. Classes Offered at Hood College for Current Seventh Graders

-- None --

31. Classes Offered at Hood College for Current Eighth Graders

-- None --

32. Classes Offered at Hood College for Current Ninth Graders

-- None --

33. Classes Offered at Hood College for Current 10th Graders

-- None --

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Next

Save

Cancel

16. Repeat Steps 14A through 14D with **Page 8**. Page 8 will be your SECOND CHOICE. Note: your second choice should be the same CLASS as your FIRST CHOICE. The only selection that should change is the WEEK the class is offered. Again please make sure all other grade levels read "None" as shown in the example above (right side).
17. **Page 9** of the application tool is the teacher recommendation form. Please provide the name and the email address of the teacher from whom you will be soliciting a recommendation form.
18. Click to download the teacher recommendation form where indicated if you do not already have a copy saved to your computer. Please have your teacher complete this form and then return it via fax to 301-619-7054 or via email at [usamrmceducationaloutreach@amedd.army.mil](mailto:usamrmceducationaloutreach@amedd.army.mil). Your child's application will not be considered COMPLETE and a spot will NOT be held until the application, permission form, and teacher recommendation form have been received. It is the responsibility of the applicant to ensure that all forms are received in a timely manner.
19. Read question 43 and acknowledge the statement by clicking the drop down box and selecting "Yes."
20. Click the "Next" button on the bottom of the screen to submit your application.
21. **Your application has now been submitted. Remember your child's application (the student intern) will not be considered COMPLETE and a spot will NOT be held until the application, permission form, and teacher recommendation form have been received. It is the responsibility of the applicant to ensure that all forms are received in a timely manner and that they are COMPLETELY FILLED IN.**
22. **Please be patient while waiting for us to contact you. We request that you wait at least 14 business days from the time you submit the application to hear from us.**
23. SPECIAL NOTE: WE are currently working on placing an ID NUMBER on Page 10 of the application. Please record this number and keep it for your records.